



IRS AWSS Intern Positions – Washington DC (GS-301-07 or 09) (Vacancy # KCI 28471)

Seize this opportunity to develop into one of the future leaders of our organization as an INTERN in the Washington DC headquarters of our AWSS Division (Agency-Wide Shared Services). We must receive your application No Later Than February 15, 2006. (Only the first 100 applicants will be considered)

About the AWSS Intern Position

- The AWSS Intern Program is an 18 - month developmental program that will equip you to become a recognized subject matter expert in one of AWSS' important organizations.
- You'll begin at the GS-301-07 or 09 grade level (depending on your qualifications) under the 2-year excepted service Federal Career Intern Program (FCIP).
- You'll have rotational assignments through each of our AWSS organizations - from budget, procurement, finance, and EEO services to real estate, facilities management and more. At the same time, you'll experience a customized training program of a wide range of courses to broaden your skills and prepare you for success.
- Once your internship is completed, you'll be assigned to a career conditional position in AWSS with promotion potential to the GS-12 level.

About the Benefits

Federal benefits go above and beyond those generally offered in the private sector. These include *alternative work schedules, generous vacation time, excellent health plan coverage, and outstanding training*. We also boast *one of the best retirement systems in the world – the Federal Employees Retirement System (FERS)*. FERS has several generous components, including the portable tax-deferred *Thrift Savings Plan (TSP)* that's comparable to the best private-sector 401(k)-type investment plans, including matching employer contributions.

Perhaps the best of all the benefits of joining our team is the fact that the IRS is committed to enabling employees to maintain a *healthy work / life balance*. We offer a work environment supported by time to engage all your professional activities, as well as to enjoy fully your personal life outside the office.

For details about all the benefits of an IRS career, visit our IRS Careers website www.jobs.irs.gov and click on “Benefits and Training”.

How To Qualify

U.S. Citizenship is Required for all positions. IRS is an equal opportunity employer.

For the GS-07 pay grade level --

- A Bachelor’s degree in Accounting, Business, Finance, Economics, Contracts & Purchasing, Organization & Management, Marketing, or a related field. The degree should also include one (1) of the following:
 1. class standing – in the upper 1/3 of the graduating class based on completed classes, *OR*
 2. GPA – 3.0 or higher of a possible 4.0 as recorded on your official transcript, or as computed for 4 years of education, or as computed for courses completed during the final 2 years of the curriculum; *Or* 3.5 or higher of a possible 4.0 for the required courses completed in the major field or required courses completed during the final 2 years of the curriculum, *OR*
 3. an honor society membership.

OR

- 1 academic year (18 semester hours or 27 quarter hours) of graduate education in the academic fields listed above.

OR

- 1 year of specialized experience equivalent to the GS-05 level that provided demonstrated competencies in written and oral communication, decision making, and research and analysis.

For the GS-09 pay grade level --

- a Master’s Degree that demonstrates the knowledge, skills and abilities necessary to do the work.

OR

- 1 year of specialized experience defined above at the GS-07 level.

How To Apply

Step 1. Apply early. Only the first 100 applications will be considered.

Step 2. Complete the following documentation:

- 1) **Form OF-612**, Optional Application for Federal Employment
- 2) **Form OF-306**, Declaration for Federal Employment
(both forms are available for download at www.opm.gov/forms/html/of.asp)
- 3) **Written Narrative** of your individual experience relating to each of the following:
 - a) Ability to deal with customers and apply customer service techniques to difficult situations;
 - b) Knowledge of principles, methods and techniques of written and oral communications;
 - c) Ability to conduct research, analyze data and make sound decisions after evaluation of potential solutions;
 - d) Ability to apply qualitative and quantitative methods to programs in order to improve efficiency and effectiveness.
- 4) **Copies of official transcripts** (Internet transcripts are not acceptable)

***Note:** Be sure to include on your application: 1) your e-mail address, and 2) Vacancy Announcement # KCI 28471.*

Step 3. Submit your documentation to arrive No Later Than February 15, 2006 by FAX, or overnight mail, or regular mail:

FAX:

(816) 823-8394

Include on a cover sheet: Attn: KCI 28471

Overnight Mail:

Internal Revenue Service

Attn: KCI 28471

M/S 1513BB

2306 E. Bannister Rd.

Kansas City, MO 64131

Regular Mail:

Internal Revenue Service

Attn: KCI 28471

M/S 1513BB

P.O. Box 24551

Kansas City, MO 64131

What Happens Next?

We'll process your application – only the first 100 received will be considered. If you make the first cut in the selection process, we'll contact you directly via e-mail about 2 to 4 weeks after the announcement closes. Additional assessments, forms, and pre-employment checks may be required. (*Please Note* that we are not authorized to pay your moving expenses.)

QUESTIONS?

Contact Sue @ (816) 823-8375. Reference Vacancy Announcement # KCI 28471.